



# Model Requirements Package



# ASSISTANCE AGREEMENTS

**"Army Contracting: One Community Serving Our Soldiers, Serving Our Nation"**



# Model Requirements Package



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- ▶ Reference – DoDGAR (can be found on our web page at <http://www.usamraa.army.mil> – click on “References”
- ▶ DoD 3210.6-R, "Department of Defense Grant and Agreement Regulations," 04/13/1998
- ▶ These regulations contain **Department-wide policies and procedures for the award and administration of DoD grants and agreements**. They are issued under the authority of DoD Directive 3210.6, "Defense Grant and Agreement Regulatory System," February 27, 1995.

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- ▶ Grant vs Cooperative Agreement – See DoDGAR 22.215
  - ◆ **Grant:**
    - ✗ Substantial involvement\* not expected between DoD and recipient
  - ◆ **Cooperative Agreement:**
    - ✗ Substantial involvement\* is expected between DoD and recipient
      - ✦ May include collaboration, participation or intervention in the program to be performed under the award

\*Level of involvement is relative, but is primarily based on involvement in the program/research, rather than involvement in the award or award administration.



# Model Requirements Package



- ▶ Information from Previous Award(s), if applicable
  - ◆ Previous award number
    - ✖ DAMD17
    - ✖ W81XWH
  - ◆ Previous award expiration date
  - ◆ Anticipated start date



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- ▶ Proposed GOR
  - ◆ Include name, e-mail and phone number
  - ◆ USAMRAA requires the GOR to have the COR/GOR training in order to serve as GOR on an award
    - ✖ From the USAMRAA home page, go to "Tools", then to COR/GOR Online Training
- ▶ Funding document (electronic PR) and STAF plan, if applicable

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## ▶ Grantee Proposal:

- ◆ **SOW** (and any revisions to the original SOW)
- ◆ **Budget breakdown by year and category** (and any revisions to the original budget)
- ◆ **Budget justification by category** (DoDGAR Part 32)
  - ✗ Include indirect cost and fringe benefit rate approval
  - ✗ Include annual salary and LOE for each proposed personnel
  - ✗ Include clear, concise description of each budget category
  - ✗ Include make, model and place of purchase for each item of equipment, plus POC name & phone at purchase site and manufacturer website if available



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- ▶ Grantee Proposal con't
  - ◆ Representations and Certifications
    - ✖ From the USAMRAA home page, go to the Site Map. Scroll down to “Assistance Agreements”, then click on “Assistance Package Certifications and Assurances” and “Assistance Package Representations”
- ▶ Technical review (peer and programmatic)
  - ◆ Have all technical issues (if any) been resolved to the satisfaction of the GOR?
  - ◆ Technical reviews may be internal or external; copy to USAMRAA.





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## ► Safety issues/approval

- ◆ DoDGAR Part 32
- ◆ Has required documentation been submitted by the grantee?
- ◆ Have issues (if any) been adequately addressed?
- ◆ Do we already have safety approval from ORP (Office of Research Protection)
- ◆ Special provisions for HTLV, Infectious Diseases or Biological Research



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## ► Environmental Issues

- ◆ DoDGAR Part 32
- ◆ Has required documentation been submitted by the grantee?
- ◆ Have issues (if any) been adequately addressed?
- ◆ Has the GOR already provided a REC?

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- ▶ Human\* or Animal Use (if applicable)
  - ◆ Ref: DoDGAR Appendix B to Part 22
  - ◆ Has the grantee addressed all issues to the satisfaction of the ACURO (Animal Care & Use Review Office) /HSPR (Human Subjects Protection Reviewers)?
  - ◆ Has the grantee responded to HURO/AURO inquiries?
  - ◆ Has the grantee been given written approval for human and/or animal use?

\*(includes use of human anatomical substances and/or cadavers)



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## ► Deliverables

- ◆ See DoDGAR Appendix C to Part 22
- ◆ Standard assistance agreement requirements (annual/final written technical reports)
- ◆ Special instructions - if other than standard reports will be required, provide specific detailed requirements, delivery date and delivery address for each type of report
- ◆ Deliverables other than technical reports (include specifics and delivery information)



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## Requirement Submission PRCentral

**FOR:**  
**Simplified Acquisitions,  
Contracts, and  
Assistance Agreements**

**"Army Contracting: One Community Serving Our Soldiers, Serving Our Nation"**



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- ▶ When an electronic Purchase Request (PR) is created and routed for submission to PRCentral:
  - ◆ Be sure the PR has a customer POC & phone number
  - ◆ Each PR must have a **unique**, 14-character number consisting of:
    - ✗ Customer's valid DoDAAC (6 characters) W81XWH
    - ✗ Julian date (today's is 6298) for the day the PR was created
    - ✗ 4 characters of customer choice – A123
    - ✗ No, 14-character PR number can be used twice (regardless of whether you omit dashes) **W81XWH-6298-A123**  
**W81XWH6298A123**



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- ◆ Send backup to PRCentral:  
[usamraaprcentral@amedd.army.mil](mailto:usamraaprcentral@amedd.army.mil)
  - ✗ Signed, MEDCOM Approval (if applicable for purchase of services)
  - ✗ Quote(s), Statement of Work, Proposal (as applicable)
  - ✗ Any other pertinent backup that should go to the buyer or contract specialist
- ◆ E-mails should use the PR number as the subject line when submitting attachments
- ◆ Use separate e-mail for separate requirements